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ABSTRACT

This report contains data regarding the status of automatic data processing services in New Jersey's 581 operating public school districts during the spring of 1973. The survey was conducted through the use of a questionnaire that was developed in cooperation with the New Jersey Association for Educational Data Systems. It presents data in a tabular form with broad interpretations and assumptions relative to automatic data processing in the State's public school districts. The data reported in this publication include: the number of user districts, the number of students enrolled, equipment characteristics, equipment utilization, personnel employed, costs, and future plans. (Author)

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SURVEY OF N.J. PUBLIC SCHOOL DISTRICTS' PUBLIC EQUIPMENT NEEDS ASSESSING PROBLEMS

APRIL 1973

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
Bureau of Assessment and Evaluation
Office of Research Information
225 West State Street
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Survey of New Jersey Public School Districts Using Data Processing Equipment

April 1973

Irvin A. Gaydos
Assistant Director
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DEPARTMENT OF EDUCATION

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INTRODUCTION

This report contains data regarding the status of automatic data processing services in the State's 581 operating public school districts during the spring of 1973.

The survey was conducted through the use of a questionnaire that was developed in cooperation with the New Jersey Association for Educational Data Systems. It presents data in tabular form with broad interpretations and assumptions relative to automatic data processing in the State's public school districts.

The data reported in this publication includes: the number of user districts; the number of students enrolled; equipment characteristics; equipment utilization; personnel employed; costs, and future plans.

Throughout the survey instrument, and this report, the term "use" was broadly interpreted. That is, if a district purchased processing services from a remote location, it was considered to be a "user" of data processing equipment.

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NARRATIVE SUMMARY

District Utilization (Table I)

In April of 1973, 208 public school districts reported the use of automatic data processing equipment. This was thirty-six (36) percent of the operating public school districts.

The majority of districts (119) reported using the equipment for administrative and instructional purposes. Fifty-nine (59) of the districts reported only administrative uses and thirty (30) districts reported only instructional uses.

Enrollments Affected (Table II)

Sixty-nine (69) percent of the students enrolled in New Jersey public school districts were affected, directly or indirectly, by the use of punch card type equipment. The largest number of affected students was in Essex County. The largest percentage of affected pupils was in Union County.

Agencies Providing Equipment and Services (Table III)

Most of New Jersey's Public School Districts rent the data processing equipment used for administrative and instructional purposes. Equipment and services are also provided by a variety of sources from outside the district.

Sources from outside the district that provided equipment or services were as follows:

1. Service Bureau
2. Private firm
3. Another district
4. Other agencies.

Districts reporting "other agencies" may have secured services from municipalities, colleges, universities, or other governmental agencies.

Types of Records Processed By Computer Equipment (Table IV)

A rank order of the frequency of the five most popular applications follows:

1. Schedules - 105
2. Payroll - 95
3. Grades - 73
4. Attendance - 53
5. Permanent Records - 48

Types of Records Processed By Unit Record Punch Card Equipment (Table V)

A rank order of the frequency of the five most popular applications:

1. Attendance - 71
2. Grades - 60
3. Schedules - 52
4. Permanent Records - 41
5. Directory - 33

Districts Using the Computer As An Instructional Tool (Table VI)

Problem Solving was the most common instructional use reported by school districts followed by Simulation and Experimentation.

The following definitions were supplied for the question dealing with instructional applications:

1. Computer as a Tutor

   As a tutor (a person employed to instruct another privately) and under the control of a previously prepared computer program, the computer helps the student to understand a concept and develop skills in using it. (Dictionary adaptation)

2. Simulation

   A learning process which involves pupils as participants in role presentations and/or games simulating real-life situations or environments. (Handbook VI, U.S.O.E.)

3. Drill

   An orderly, repetitive learning activity intended to help develop or fix a specific skill of aspect of knowledge. (Handbook VI, U.S.O.E.)

4. Experimentation

   An activity involving a planned procedure accompanied by control of conditions and/or controlled variation of conditions together with observation of results for the purpose of discoverning relationships and evaluating the reasonableness of a specific hypothesis. (Handbook VI, U.S.O.E.)

5. Problem Solving

A thought process structured by the teacher (or student) and employed by the student for clearly defining a problem, (writing a computer program) forming hypothetical solutions, and possibly testing the hypotheses. (Handbook VI, U.S.O.E.)

Future Plans of Prospective Users (Table VII)

There were ten (10) districts planning to become users during 1973-74 and eighteen (18) in 1974-75. The majority of new "users" were reported in Bergen and Middlesex counties.

Computer Characteristics (Table VIII)

The most popular computer core size reported, was in the 5 to 8 K range. Computer core sizes ranged from 4K to 97K. The most popular auxiliary storage unit was the disc.

Communication terminals were reported in fourteen (14) counties, however, the majority of terminals were located in Essex and Union Counties. In 1970 eighteen (18) terminals were reported in use, compared to one hundred and fifty-five (155) in 1973.

Rental and Maintenance Cost of Computers and Unit Record Equipment (Table X)

The majority of computer and unit record punch card equipment users reported monthly rental costs of less than one thousand dollars. Fifteen (15) districts reported monthly computer rental costs in excess of two thousand dollars, and, six (6) districts reported monthly unit record punch card equipment rental costs in excess of two thousand dollars.

Annual maintenance costs for the majority of computer users was less than two thousand dollars, but ranged as high as three thousand dollars for some districts.

The majority of punch card unit record equipment users reported annual maintenance costs of less than one thousand dollars, but costs in other unit record districts ranged as high as two thousand dollars per year.

NOTE: Computer maintenance cost intervals appearing in Table X, are one thousand dollars higher than the unit record equipment maintenance cost intervals.

Personnel (Table XI)

New Jersey public school district computer and unit record installations are staffed primarily by full time equivalent, (FTE), personnel numbering three or less persons per installation.

Twelve (12) of the reporting districts employed four (4) or more full time equivalent personnel for administrative purposes and four (4) districts reported employing four (4) or mor FTE personnel for instructional purposes.

The majority of the reporting districts estimated personnel costs in excess of ten thousand dollars per year for administrative and instructional purposes. Thirty-six (36) districts reported estimated personnel costs in excess of twenty thousand dollars per year in the administrative and instructional areas.

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TABLE I

NUMBER OF NEW JERSEY PUBLIC SCHOOL DISTRICTS
USING AUTOMATIC DATA PROCESSING EQUIPMENT
BY COUNTY
APRIL, 1973

County	Number of Districts Using Automatic Data Processing Equipment			Total of all Districts Using Automatic Data Processing Equipment	Number of Operating School Districts	Percent of Operating Districts Using Automatic Data Processing Equip.
	Administrative Purposes Only	Instructional Purposes Only	Administrative & Instructional Purposes			
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Atlantic	3	1	2	6	25	24
Bergen	10	6	22	38	74	51
Burlington	2	2	7	11	44	25
Camden	3	2	7	12	38	32
Cape May	1	1	1	3	16	19
Cumberland	1	0	1	2	15	13
Essex	1	2	12	15	22	68
Gloucester	4	2	3	9	28	32
Hudson	1	1	3	5	13	38
Hunterdon	1	1	2	4	29	14
Mercer	3	0	5	8	10	80
Middlesex	3	1	10	14	25	56
Monmouth	7	1	11	19	52	37
Morris	4	2	9	15	40	38
Ocean	2	1	2	5	28	18
Passaic	1	1	4	6	20	30
Salem	3	0	0	3	14	21
Somerset	3	3	4	10	19	53
Sussex	2	1	2	5	23	22
Union	3	2	11	16	23	70
Warren	1	0	1	2	23	9
Total	59	30	119	208	581	36

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TABLE II

ENROLLMENT OF COUNTIES AND NEW JERSEY PUBLIC SCHOOL DISTRICTS USING AUTOMATIC DATA PROCESSING EQUIPMENT FOR EITHER ADMINISTRATIVE AND/OR INSTRUCTIONAL PURPOSES

APRIL, 1973

County (1)	County Enrollments (1972-73) (2)	Enrollment in Districts Using Automatic Data Processing Equipment (1972-73) (3)	Percent of County Enrollment Affected By Data Processing Equipment (4)
Atlantic	36,524	20,478	56
Bergen	171,559	116,192	68
Burlington	80,158	41,290	52
Camden	98,425	70,531	72
Cape May	12,453	5,991	48
Cumberland	31,181	6,242	20
Essex	176,419	159,225	90
Gloucester	43,233	26,506	61
Hudson	91,473	69,504	76
Hunterdon	18,481	5,881	32
Mercer	56,440	50,129	89
Middlesex	126,595	108,542	86
Monmouth	111,283	70,050	63
Morris	94,766	54,135	57
Ocean	55,395	35,253	64
Passaic	88,621	50,821	57
Salem	14,514	7,794	54
Somerset	49,009	29,931	61
Sussex	22,038	8,973	41
Union	101,977	93,901	92
Warren	17,323	4,467	26
Total	1,497,867	1,035,836	69

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TABLE III

AGENCIES PROVIDING HARDWARE AND/OR SERVICES USED BY NEW JERSEY PUBLIC SCHOOL DISTRICTS
FOR RECORDS PROCESSING AND INSTRUCTIONAL PURPOSES
BY COUNTY

APRIL, 1973

County	AGENCIES PROVIDING HARDWARE AND/OR SERVICES											
	District Owned Equipment		District Rented Equipment		Another Districts Equipment		Service Bureau Equipment		Private Firm		Other Agencies	
	Records	Instruc.	Records	Instruc.	Records	Instruc.	Records	Instruc.	Records	Instruc.	Records	Instruc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Atlantic	1	1	2	2			1		4	1		
Bergen	6	7	7	13	7	4	9	1	12	5	5	1
Burlington	2	2	7	9			1		2	1		
Camden	4	3	3	7	3		4			2	1	
Cape May			1	2			1					
Cumberland	1	1	1	1			1					
Essex	4	3	9	9		2	5		1	2		
Gloucester	1	1	2	5					4	2		
Hudson		1	3	3			1		1			
Hunterdon			2	2			1				1	1
Mercer	5	3	6	4		1	3		4	1	1	1
Middlesex	6	7	7	8	1		2	1	5		4	1
Monmouth	5	5	11	7			1	1	3	1	3	
Morris	3	3	5	8		2	5	2	2	1	1	1
Ocean			3	2	1		1	1				
Passaic	2	2	3	4		3	3			1		
Salem	1						1			1		
Somerset	1	3		5		1	1	3	3			
Sussex	2	2	2	2	1		1				1	
Union	8	8	4	7		2	5		1	3	1	1
Warren	2	1	1	1								
Total	54	53	79	101	13	15	47	9	42	21	18	6

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TABLE IV

TYPES OF RECORDS PROCESSED BY COMPUTER EQUIPMENT
IN NEW JERSEY PUBLIC SCHOOL DISTRICTS
BY COUNTY

APRIL, 1973

County	NUMBER OF DISTRICTS USING COMPUTERS TO PROCESS RECORDS																					
	Census	Registration	Attendance	Schedules	Grades	Directory	Testing	Permanent Records	Cumulative Records	Health Records		Budget	Staff Personnel	Payroll	Purchasing	Accounts Payable	Inventory	Cafeteria	Library	Transportation	Research Analysis	Other Record
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
Atlantic		1	1	3	2	2	3	2	2				1	2					1			
Bergen	5	10	10	22	17	7	7	10	7	2		4	4	16	1	7	3	1		2	5	2
Burlington	1	3	5	7	6	4	1	4	2			1	1	2						2		1
Camden	2	2	4	7	4	3	2	2	2			1	1	6	2	2	3			1		1
Cape May			1	1	1		1	1	1					1								
Cumberland				1	1																	
Essex	2	2	3	9	5	1	1	3	1	1		4		5	3	4	4				1	1
Gloucester			1	4	2	1		1				1		4	1	1		1		1		
Hudson		1	1	2	2			2	1				1	1								
Hunterdon			1	2	2	1	1	1	1			1		2		1						
Mercer			2	2	2	1	1	2	1			2	2	6	4	3	1	1	1	2		
Middlesex	1	2	6	10	7	4	3	3	4			6	7	12	4	6	3			1	1	1
Monmouth	3	4	7	7	7	3	5	5	4	1		6	4	10	4	5	2		1	1	1	1
Morris		1	2	5	3	1	2	2	1			3	1	8	1	5	1			3	4	3
Ocean		2	2	3	2	1		3	3			2		1	1	2				2	1	
Passaic		1	1	3	3	1		2	1				1	2			1			2		
Salem				2								1		2	1	1						
Somerset		1		3	3		2	2	1			1	2	5	1	1	2			1		
Sussex	1	1	1	2	1	2	1	1		1		2	1	1		1	2				1	
Union	1	3	4	10	3	2	1	2	2	1		4	1	8	2	6	1	1			3	
Warren			1									1		1	1		1					
Total	16	34	53	105	73	34	31	48	34	6		40	27	95	26	45	24	4	3	18	17	9

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TABLE V

TYPES OF RECORDS PROCESSED BY UNIT RECORD PUNCH CARD EQUIPMENT
IN NEW JERSEY PUBLIC SCHOOL DISTRICTS
BY COUNTY

APRIL, 1973

County	NUMBER OF DISTRICTS USING UNIT RECORD EQUIPMENT TO PROCESS RECORDS																				
	Census	Registration	Attendance	Schedules	Grades	Directory	Testing	Permanent Records	Cumulative Records	Health Records		Budget	Staff Personnel	Payroll	Purchasing	Accounts Payable	Inventory	Cafeteria	Library	Transportation	Research Analysis	Other Record
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
Atlantic		2	3	2	2		1	1		1			1						1	1		
Bergen	3	5	8	10	9	5	1	6	5	1		1	4		2		2			1	1	
Burlington		1	4	2	2	2		1	1					1						1	3	
Camden			1	1		1								1			1			1		1
Cape May			1		1			1						1			1			1		1
Cumberland			1		1	1								1								
Essex	1	4	7	6	8	4	1	6	4	2			3	1			1		1	1	1	
Gloucester	1	1	1		1		1	1	1											1		1
Hudson	1	2	3	2	2	3		1	1											1		
Hunterdon			1		1							1								1		
Mercer	2	2	5	3	3	2		1				2	3	2	2	2	1	1	1	3		
Middlesex	1	3	6	2	3	2		3	2	1		2		1		2				1	1	1
Monmouth	2	3	7	6	7	2	1	6	4											1	1	
Morris	1	7	7	5	6	5		6	3			4	2	2	2	3	3			5	2	1
Ocean	1	2	2	2	2	1		2	2											1		
Passaic	1	2	3	2	2	2		2											1	2		
Salem				1																		
Somerset	1	1	1	1	1		1	1	1								1		1			
Sussex		3	3	2	3	1	1	1	1	1		1	1	1		1	1				1	
Union	1	3	5	4	5	2		2	3			1	1	1	3	1	3			1	1	1
Warren			2	1	1							1		1	2		2					
Total	16	41	71	52	60	33	7	41	28	6		13	15	12	11	9	16	1	5	21	11	6

TABLE VI

NUMBER OF NEW JERSEY PUBLIC SCHOOL
DISTRICTS USING A COMPUTER AS AN INSTRUCTIONAL TOOL
FOR SELECTED APPLICATIONS
BY COUNTY

APRIL, 1973

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County	APPLICATIONS					
	Tutoring	Simulation	Drill	Experi-mentation	Problem Solving	Other
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Atlantic		1		1	1	
Bergen	3	16	11	13	19	2
Burlington		3	4	4	6	
Camden	1	2	3	1	4	1
Cape May	1	1	1	1	1	
Cumberland		1	1	1		
Essex	7	6	5	9	12	1
Gloucester		1	2	1	1	
Hudson		2		1	2	
Hunterdon		2	2	1	3	1
Mercer	1	2	4	1	5	1
Middlesex	1	2	3	6	8	2
Monmouth	1	3	3	2	5	1
Morris	3	7	5	7	9	2
Ocean		1	1	1	3	
Passaic	1	4	2	2	4	
Salem						
Somerset		1	3	2	4	1
Sussex		1			1	
Union	3	5	4	6	10	2
Warren						1
Total	22	61	54	60	98	15

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TABLE VII

PLANS FOR USING COMPUTERS OR UNIT RECORD PUNCH CARD EQUIPMENT
IN NEW JERSEY PUBLIC SCHOOL DISTRICTS CURRENTLY NOT USING SUCH SERVICES
BY COUNTY

APRIL, 1973

County	Districts Planning To Use Automatic Data Processing		Total of Districts Planning and/or Considering Use of Automatic Data Processing
	1973-74	1974-75/later	
(1)	(2)	(3)	(4)
Atlantic		1	1
Bergen	3	2	5
Burlington	1		1
Camden			
Cape May		1	1
Cumberland		1	1
Essex	1		1
Gloucester		1	1
Hudson			
Hunterdon		1	1
Mercer			
Middlesex	3	2	5
Monmouth		3	3
Morris		2	2
Ocean	1		1
Passaic			
Salem		1	1
Somerset			
Sussex		2	2
Union	1		1
Warren		1	1
Total	10	18	28

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TABLE VIII

SOME CHARACTERISTICS OF COMPUTER AND SUPPORTING HARDWARE SYSTEMS
LOCATED IN NEW JERSEY PUBLIC SCHOOL DISTRICTS
BY COUNTY

APRIL, 1973

County	NUMBER OF DISTRICTS REPORTING*													
	Computer Core Size (K)							Auxiliary Storage			Punch Card Peripherals		Printer	Communi-cation Terminals
	0-4	5-8	9-16	17-32	33-80	81-96	97+	Disc	Drum	Tape	I	O		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Atlantic		1						1			1	1	1	
Bergen		6	2	1				8		1	6	5	10	14
Burlington		3	1		2			5			4	4	4	2
Camden		2	1		1			3		2	2	1	2	7
Cape May														
Cumberland		1									1	1	1	
Essex		2		2			2	4		6	4	3	6	44
Gloucester		1		1				2			1	1	2	
Hudson		1									1		1	2
Hunterdon			1	1				1			1		1	
Mercer		2	3					6	1	4	3	3	6	3
Middlesex			2	3				4		2	3	2	5	6
Monmouth		4		2	1			4		1	5	5	5	8
Morris	1	4	2					4			5	4	5	18
Ocean		2						2			2	2	2	4
Passaic		1									1		1	2
Salem								1						
Somerset		1									1	1		2
Sussex		1	1					1		1	2	1	2	1
Union	1	2	1	1			1	5		2	3	2	4	42
Warren		1									1	1	1	
Total	2	35	14	11	4		3	51	1	19	47	37	59	155

*Certain Districts Reported 2 Computer Systems; One District Reported a Computer Leased by a Private Firm but Available to the District during the Day.

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TABLE IX

TYPES OF UNIT RECORD PUNCH CARD EQUIPMENT
LOCATED IN NEW JERSEY PUBLIC SCHOOL DISTRICTS
BY COUNTY

APRIL, 1973

County	NUMBER OF DISTRICTS REPORTING								
	Collator	Inter-preter	Key-punch	Key-tape	Repro-ducer	Sorter	Tabu-lator	Verifier	Other
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Atlantic		1	2		2	2	2		
Bergen	7	4	21		8	17	7	4	5
Burlington		4	8		6	8	3	1	2
Camden		1	7		1	6	2	3	2
Cape May	1	1	2		1	2	2		1
Cumberland		1	1		1			1	
Essex	4	6	9		9	9	6	2	2
Gloucester		1	7		2	2	1		
Hudson	3	2	4		3	3	3	2	
Hunterdon	1	1	2		2	2	1	1	
Mercer	2	3	6		5	6	3	2	
Middlesex	2	2	11		8	10	7	2	3
Monmouth	1	6	12		9	10	6	3	3
Morris	4	5	7		6	7	4	1	2
Ocean		2	3		2	3	2	1	
Passaic	2	3	5		2	4	3	1	
Salem									
Somerset	3	2	5		2	3	3	1	
Sussex			2		2	2	2		
Union	3	4	9		7	9	7	3	1
Warren	2	1	2		2	2	1		
Total	35	50	125		80	107	65	28	21

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TABLE X

TOTAL MONTHLY RENTAL AND ANNUAL MAINTENANCE COSTS OF COMPUTERS AND UNIT RECORD PUNCH CARD EQUIPMENT LOCATED IN NEW JERSEY PUBLIC SCHOOL DISTRICTS BY COUNTY

APRIL, 1973

	NUMBER OF DISTRICTS REPORTING											
	COMPUTER AND SUPPORT HARDWARE						UNIT RECORD PUNCH CARD EQUIPMENT					
	Monthly Rental Costs			Annual Maintenance			Monthly Rental Costs			Annual Maintenance		
County	0-$999	$1000-1999	$2000+	0-$1999	$2000-2999	$3000+	0-$999	$1000-1999	$2000+	0-$999	$1000-1999	$2000+
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Atlantic	1			1			1					
Bergen	3	3	3		1		16	1	1	1		1
Burlington	1	2				1	5		1			1
Camden			1		1	1	6			1	1	1
Cape May							1					
Cumberland				1			1				1	
Essex	4	1	3	1		1	6	1		2	2	1
Gloucester		1					3	1		1	1	
Hudson	1						1	2	1			
Hunterdon	1		1				1	1				
Mercer	1	1	1	1	1		3	2		3		1
Middlesex		1	2	2		2	2	3	2	1	2	1
Monmouth		3	2		3		7			1	1	
Morris	3	3	1	2			3	2	1		1	
Ocean	2						3					
Passaic	2	1					2					
Salem				1								
Somerset	1	1					3	1		1		
Sussex	1			1		1	3			1	1	2
Union	3	1	1		1	2	2	1		1		
Warren	1					1						
Total	25	18	15	10	7	9	69	15	6	13	10	8

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TABLE XI

NUMBER OF DISTRICTS REPORTING FULL TIME EQUIVALENT (FTE) PERSONNEL EMPLOYED FOR ADMINISTRATIVE DATA PROCESSING AND INSTRUCTIONAL PURPOSES BY COUNTY

APRIL, 1973

	NUMBER OF DISTRICTS REPORTING															
	NUMBER OF FTE PERSONS EMPLOYED								ESTIMATED ANNUAL PERSONNEL COSTS							
	Administrative Purposes				Instructional Purposes				Administrative Purposes				Instructional Purposes			
COUNTY	0-3	4-6	7-9	10+	0-3	4-6	7-9	10+	0-$9,999	10-$14,999	15-$19,999	$20,000+	0-$9,999	10-$14,999	15-$19,999	$20,000+
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Atlantic	2											2				
Bergen	11	3			13	1			6	4	1	5	5	6	1	5
Burlington	5				5				4	1			4	1		
Camden	5		1		8				5			1	4	1	2	1
Cape May					2								1			1
Cumberland	1				1				1					1		
Essex	6			1	10		1		3	2		2	4	3	1	1
Gloucester	3				3				2	1			1	2		
Hudson	2				4				2				2	1		1
Hunterdon	1				2				1				1	1		
Mercer	6				4				2	2	1	1		3	1	
Middlesex	5	3			7				1		3	4	3	3		1
Monmouth	14	1			6				5	3	2	2	2	3	3	1
Morris	7	1			8				4	3		1	4	3		1
Ocean	4				1				1	1	1		1			
Passaic	3	1			3					1	1		1	2		
Salem	1								2							
Somerset	1				6				2				4			
Sussex	2				1						1	1	1			
Union	6	1			7	1	1		3	1		4	2	1	4	1
Warren	2				1				2				1			
Total	87	10	1	1	92	2	2		46	19	10	23	41	31	12	13

NJDE 7200T-19 (3/73)

SURVEY OF NEW JERSEY PUBLIC SCHOOL DISTRICTS USING COMPUTERS OR UNIT RECORD PUNCH CARD EQUIPMENT

COUNTY _____ DISTRICT _____

RESPONDENT'S NAME _____

A. OUR DISTRICT USES A COMPUTER OR PUNCH CARD TYPE EQUIPMENT FOR:

1. Administrative purposes YES _____ NO _____ *If both answers are "NO", please skip to question F.*
2. Instructional purposes YES _____ NO _____

B. RECORDS ARE PROCESSED OR INSTRUCTION PROVIDED ON:

(Please Check All Those Applicable Under "R" For Records or "I" For Instruction.)

	R	I	
1.			District Owned Equipment
2.			District Rented Equipment
3.			Another District's Equipment

	R	I	
4.			Service Bureau Equipment
5.			Private Firm (Not Service Bureau)
6.			Other (Specify) _____

C. THE NAME OF THE MANUFACTURER OF COMPUTER OR UNIT RECORD EQUIPMENT USED FOR:

1. Administrative purposes is _____
2. Instructional purposes is _____

D. CHECK THE TYPES OF RECORDS THAT ARE MACHINE PROCESSED BY (C) COMPUTER OR (P) PUNCH CARD EQUIPMENT:

	C	P	
1.			Census
2.			Registration
3.			Attendance
4.			Schedules
5.			Grades
6.			Directory
7.			Testing
8.			Permanent Records
9.			Cumulative Records
10.			Health Records

	C	P	
11.			Budget
12.			Staff Personnel
13.			Payroll
14.			Purchasing
15.			Accounts Payable
16.			Inventory
17.			Cafeteria
18.			Library
19.			Transportation
20.			Research Analysis
21.			Other Record (Specify) _____

E. A COMPUTER IS USED AS AN INSTRUCTIONAL TOOL FOR ONE OR MORE OF THE FOLLOWING: *(See last page for definitions.)*

1. _____ Tutoring
2. _____ Simulation
3. _____ Drill
4. _____ Experimentation
5. _____ Problem Solving
6. _____ Other

F. IF YOU DO NOT PRESENTLY USE COMPUTER OR PUNCH CARD TYPE EQUIPMENT FOR ANY PURPOSE, ARE YOU PLANNING TO DO SO IN THE FUTURE?

1. YES _____ IN FISCAL YEAR _____ 2. NO _____

TYPE OF EQUIPMENT _____

G. IF YOU OWN OR RENT EQUIPMENT LOCATED IN THE DISTRICT PLEASE COMPLETE THE FOLLOWING:

1. Installed computer system *(Respond to cols. 3 to 8 with an "X" if applicable.)*

Computer System Manufacturer & Model No.	Core Size (K/Char)	Auxiliary Storage			Punch Card Peripherals		Printer	Other (Specify) (Include No. of Communication Terminals)
		Disc	Drum	Mag. Tape	I	O		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

TOTAL MONTHLY RENTAL COST OF COMPUTER SYSTEM $_____
IF PURCHASED: TOTAL COST $_____
ANNUAL MAINTENANCE $_____
YEAR PURCHASED _____

2. Installed unit record punch card equipment *(Respond to cols. 2 to 9 with an "X" if applicable.)*

Unit Record System Manufacturer	Collator	Inter-Preter	Key-Punch	Key-Tape	Repro-ducer	Sorter	Tabu-lator	Verifier	Other (Specify)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

TOTAL MONTHLY RENTAL COST $_____
IF PURCHASED: TOTAL COST $_____
ANNUAL MAINTENANCE $_____

H. THE NUMBER OF FULL TIME EQUIVALENT (FTE) PERSONS EMPLOYED FOR:

1. Administrative processing _____
2. Utilizing the computer as an instructional tool _____

I. THE ANNUAL COST OF THE PERSONNEL EMPLOYED IN ITEM "H" FOR:

1. Administrative processing $_____
2. Utilizing the computer as an instructional tool $_____

J. THE TOTAL ANNUAL ESTIMATED COST (PRESENT FISCAL YEAR) FOR ALL DATA PROCESSING EXCLUDING PERSONNEL $_____

K. ARE YOUR DATA PROCESSING FACILITIES AVAILABLE FOR CONTRACT WORK?

1. YES _____ 2. NO _____

IF YES, DESCRIBE THE TYPE OF SERVICE _____